

South Kerry Local Employment Services

FREE FOR YOUR BENEFIT

CALL INTO YOUR LOCAL OFFICE
FOR A FREE, FRIENDLY AND
CONFIDENTIAL SERVICE

- ⇒ JOB SEARCHING ⇒ INFORMATION SERVICES
⇒ CAREER GUIDANCE ⇒ EDUCATION & TRAINING

OUR OFFICES ARE CURRENTLY CLOSED TO THE
PUBLIC DUE TO CORONAVIRUS BUT WE CAN BE
REACHED BY PHONE OR EMAIL

Killarney Jobs Club

37A High St. 2nd Floor, Killarney

- ⇒ CURRICULUM VITAE (CV'S)
⇒ COVER LETTERS
⇒ JOBS CLUB TRAINING

Head Office

West Main Street
Cahersiveen
Co. Kerry
Tel: 066 9472724

Other Offices:

Killarney

37A High St.
2nd Floor,
Killarney,
Co. Kerry
Tel: 064 6636572

Killorglin

Library Place,
Killorglin,
Co. Kerry
Tel: 066 9761615

Kenmare

21 Henry St.
Kenmare,
Co. Kerry
Tel: 064 6641930



SOUTH KERRY DEVELOPMENT
PARTNERSHIP CLG.



An Roinn Gnóthaí Fostaíochta
agus Coimirce Sóisialaí
Department of Employment Affairs
and Social Protection



Retail Store Assistant	
Employer:	Grocery retail - Tralee, Killarney, Kenmare, Killorglin & Castleisland.
Location:	
Requirements:	Temporary contracts to assist store teams. Must be eligible and willing to work a minimum of 25 hours per week on a 5 over 7 day roster and available to start work immediately.
Duties:	Responsibilities will include but will not be limited to: <ul style="list-style-type: none"> • Greeting customers and assisting with customer queries • General housekeeping to ensure shop floor is maintained in a safe and tidy manner • Assisting team with replenishing stock to ensure all stock is available at all times • Assisting in goods in area to ensure deliveries are received and decanted in an efficient manner • Communicating with store management to ensure a smooth customer experience • Any reasonable request from store management
How to Apply:	For further information and to apply go to Indeed Jobs

Administrative Assistant	
Employer:	Liebherr Container Cranes Ltd, Co Kerry
Location:	Killarney
Hours	Temporary full-time
Requirements:	A third level qualification in IT or a relevant discipline is desirable. Self-motivated with good organisational capabilities. Experience in a technical environment (IT organisation or manufacturing) is desirable but not essential. * Minimum of 3 years administration experience required.
Duties:	This 8 month fixed term contract role as Administrative Assistant will work within the electrical and automation design team and will be responsible for all of the departments administration General secretarial and office duties including word processing and filing. Printing of cable and terminal numbers for MP300. Printing of drawings for site and final customer drawings for the electrical department. Compilation of electrical manuals and documentation. Documentation control within the department. Installation of Software and Drawings on customer Computer equipment. Additional duties which may be assigned
How to Apply:	For more details and how to apply go to IrishJobs.ie

Health Care Workers	
Employer:	Saint John of God Community Services, Kerry
Location:	Tralee
Requirements:	Saint John of God Community Service Clg are seeking Expressions of Interest from Health Care Workers on a temporary basis who may be in a position to
Duties:	<p>If you are interested in helping in any way, please send details of your experience to the region which suits you best. The following are the addresses of those regions where we may need help in the coming weeks.</p> <p>Saint John of God Kerry Service, Tralee, Co. Kerry</p> <p>Skills:</p>
How to Apply:	Apply through IrishJobs.ie

Sales Advisor	
Employer:	Vodafone
Location:	Vodafone Kerry Phone Centre Killorglin
Requirements:	<ul style="list-style-type: none"> •Previous experience in a Sales & Customer facing environment. •Driven and results-focused with strong people skills. •Ability to work flexible hours, including Saturdays. •Deliver exceptional customer experience and aftercare service to all our new & existing customers.
Duties:	<p>As a valued team member, you will Promote a full range of Vodafone Products to sell from Mobile, Data, Gigabit Broadband, and our fast-expanding TV service.</p> <p>Promoting the newly launched V by Vodafone Product suite.</p> <p>Work as part of our team contributing to the store's target with your own Individual Target and Unlimited Earning potential.</p>
How to Apply:	Apply through <i>Job.ie</i>

Customer Assistant	
Employer:	Tesco
Location:	Temporary - Nights - Killarney Park
Requirements:	<p>Able to give great, natural customer service by proactively smiling, greeting, acknowledging and helping customers.</p> <p>Works hard for customers, your team and your department.</p> <p>You are able to prioritise to ensure anything you do is right for our customers.</p> <p>Adaptable and resilient to meet the ever changing demands of our business.</p> <p>You must be able to follow instructions either verbal or written.</p> <p>You are reliable and a good timekeeper.</p> <p>You must be smart and tidy at all times.</p>
Duties:	<p>Always put the customer first and consider them in everything you do.</p> <p>Get to know your customers and serve them with pride.</p> <p>Help to ensure products and services are available for customers at all times.</p> <p>Handle all products with care to maintain quality and ensure they reach the customer in the best condition.</p> <p>Keep the shop floor and back areas clean and tidy at all times.</p> <p>Using the training you receive, follow department routines and processes.</p> <p>Follow all company policies and adhere to Health and Safety routines.</p> <p>Whilst you will have a core role, you may be asked to support your colleagues by helping in other departments.</p>
How to Apply:	For more details and to apply go to <i>Indeed.ie</i>

Retail Assistant - Full-time, Temporary	
Employer:	Sigmar Recruitment - Killarney, County Kerry
Location:	Killarney
Requirements:	Manual handling would be an advantage.
Duties:	Replenishing stock , keeping the store tidy and other general duties.
How to Apply:	For more details and to apply go to <i>Indeed.ie</i>

Part-time Security Officer – Part Time	
Employer:	Guard Force Security Limited - County Kerry
Location:	County Kerry
Requirements:	Guard Force Security Limited is seeking to hire Security Officer/s on a Part-time basis (potentially leading to a Full-time position) for the Kerry Region (Killarney &
Skills:	Excellent Intrepersonal Skills: 1 year (Required) Ability to remain calm under pressure: 1 year (Required) Security: 2 years (Required) Dealing with members of the Public: 1 year (Preferred)
How to Apply:	For more details and to apply go to <i>Indeed.ie</i>

If you lost your job due to the COVID-19 restrictions and wish to apply for the COVID-19 payment you may find the information below useful.

The Department of Employment Affairs & Social Protection is concerned with the need to observe public health advice and persons should avail of the online channel www.MyWelfare.ie

The Department's online portal www.MyWelfare.ie is by far the easiest and quickest way for all customers to apply. Simply go onto the Covid-19 Services section of the website and apply for the payment. You will have to set up an account but it is a simple and straight forward process. All a customer needs is their email address, PPSN and bank account details.

Now on www.MyWelfare.ie all customers can:

- Apply for the Covid-19 Pandemic Unemployment Payment
- Apply for Enhanced Illness Benefit for Covid-19 including for self-isolation cases
- Apply for a jobseeker's payment and
- Request to close their Covid-19 Pandemic Unemployment Payment.

This online channel enables the Department to quickly process applications, while being convenient, safe and easy for individuals to use.

If you have any queries please do not hesitate to contact Killarney L.E.S. on 064 6636966

TÚS - COMMUNITY WORK PLACEMENT

- ⇒ Are you Unemployed for 12 months or longer and interested in working in Local Community Projects?
- ⇒ TÚS provides work opportunities for all unemployed people in South Kerry.
- ⇒ If you are less than 25 years of age there will be a major financial incentive for participating.
- ⇒ Class A social insurance paid.
- ⇒ 12 month contract.

TO APPLY CONTACT YOUR LOCAL SUPERVISOR

Cahersiveen:	Killarney:	Killorglin:	Kenmare:
Adrian Griffin TÚS Supervisor	Ger Moynihan Lisa Murphy TÚS Supervisors	Paudie O'Shea TÚS Supervisor	Donal McCarthy TÚS Supervisor
SKDP CLG West Main St., Cahersiveen.	SKDP CLG 37A High St., Killarney.	SKDP CLG Library Place, Killorglin.	SKDP CLG 21 Henry St., Kenmare.
Tel: 066 9472724	Tel: 064 6636572	Tel: 087 4146379	Tel: 064 6641930

VACANCIES ON TUS/RSS

Job Title	Location	No. Of Positions
Administration	Killorglin Archives Society	2
Caretaker	Nagle Rice Community Centre	2
General Operative/Gardener	Iveragh Park Killorglin	3
Kitchen Assistant	Killorglin Family Resource Centre	1
Cleaner (Evenings)	Iasc Og Creche Cromane	1
Maintenance	Beaufort G.A.A Club	1
Kitchen Assistant/Cleaner	Cappanalea O.E.C	2
Cleaner	An Naoilinn Solas (crèche)	1
Caretaker/ Event Organiser	Glenbeigh Sportshall	1
Painter/ D.I.Y Handyman*	Various Projects, Mid-Kerry	2
Facility Caretaker	Dragons' Den, Killorglin.	1





South Kerry Jobs Club



Are you unemployed and looking to return to work?

KICKSTART YOUR JOBSEARCH BY ATTENDING OUR TRAINING WORKSHOP

- **PART-TIME PROGRAMME FOR JOBSEEKER**
- **TRAVEL ALLOWANCE IS PAID ON COMPLETION**



**THE JOBS CLUB TEAM
MARY MURRAY & PAUL MURPHY**

OUR PART-TIME COURSES ARE DESIGNED TO OFFER HELP & SUPPORT TO JOB-SEEKERS ON HOW TO EVALUATE THEIR INDIVIDUAL SKILLS, ESTABLISH A JOB-SEEKING PLAN OF ACTION, MAKE JOB APPLICATIONS, PREPARE CVS, COVER LETTERS, REGISTER ON JOBS IRELAND, AND PREPARE FOR INTERVIEWS.

'BOOK YOUR PLACE AS PLACES ARE FILLING UP FAST'

COURSES ARE RUN IN KILLARNEY / KILLORGLIN/ CAHERSIVEEN / KENMAREK

**FOR FURTHER INFORMATION CONTACT PAUL OR MARY ON 064 – 6637833
OR EMAIL KILLARNEY JOBSCLUB AT KILLARNEYJOBSCLUB@SOUTHKERRYLES.IE**



**An Roinn Gnóthaí Fostaíochta
agus Coimíre Sóisialaí
Department of Employment Affairs
and Social Protection**

Jobs Sheet Publishing Info



SOUTH KERRY DEVELOPMENT
PARTNERSHIP CLG.

South Kerry Development
Partnership CLG.,

37A High St.,

Killarney,

Co. Kerry

Tel: 064 6636572

Email: info@skdp.net

*The Jobs Sheet is published weekly by
South Kerry Local Employment Services*

And is available from all SKDP offices

Or

From our Website

Or

Like us on Facebook to receive notification of publication

Or

Contact us on the email below to be added to our mailing list

www.southkerry.ie

jobsheet@southkerryles.ie



Do you wish to have a job included in the next issue of the South Kerry LES Jobs Sheet?

Send us the job details,

To include:

Job Title, Location, Requirements, How to Apply and Closing Date

****Any jobs received after 5p.m. on Thursdays are not guaranteed to be published****

Email: jobsheet@southkerryles.ie



SOUTH KERRY DEVELOPMENT
PARTNERSHIP CLG.



**An Roinn Gnóthaí Fostaíochta
agus Coimirce Sóisialaí**
Department of Employment Affairs
and Social Protection

